

Florida Disaster Fund Grant Overview and Requirements FINANCE

October 5, 2026



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Session Objectives

- Understanding Grant and Contract Requirements
- Understanding Allowable vs. Unallowable Costs
- Understanding the Match Requirements
- Understanding Supporting Documentation Requirements
- Understanding the Budget Preparation Requirements



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Grant Overview

- The Florida Disaster Fund Grants are overseen by the Volunteer Florida Foundation, Inc.
- Funding is provided by Private Donations designated to the Florida Disaster Fund.
- The funding purpose is to make financial resources available to support survivor recovery in communities impacted by Hurricane Helene and/or Hurricane Milton and those counties who received a federal declaration for Individual Assistance.
- The purpose of funding is **NOT** administrative based, but rather project based to address unmet disaster recovery needs for Hurricane Helene and/or Milton Only.



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Grant Overview

- The total funding available is \$1,200,000
- Grants can range from \$25,000 to \$100,000 only
- There is a 50% match of the grant funds required.
- These are Cost Reimbursement Grants. Grant funds will be provided for approved and documented expenditures incurred within the grant period. (Expenses must be paid before a reimbursement can be requested)
- All electronic applications must be complete and include all the required documents as noted in the NOFO and must be submitted in Blackbaud **no later than** 5:00 p.m. on Friday, October 16, 2026.
- The proposed contract period is December 1, 2026, to November 30, 2027.



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Eligibility Requirements

- You must provide disaster recovery assistance and services in the geographic area specified by the Hurricanes Helene or Milton.
- Be classified by the Internal Revenue Service as a tax-exempt 501(c)3 non-profit, a long-term recovery, faith-based or community organization, a municipality or local government acting as a fiscal agent, or an organization making use of a fiscal agent with such designation.
- Must serve clients that meet eligibility criteria for proof of disaster related needs caused by Hurricanes Helene and/or Milton (See NOFO for further details).



Eligibility Requirements

- You must propose a project that clearly addresses disaster recovery needs resulting from Hurricanes Helene and/or Milton. (Home repair and reconstruction, volunteer coordination, unmet needs assistance, community based-recovery initiatives like neighborhood clean-up or rebuilding community facilities, or other services that support survivor and community recovery).
- Projects must demonstrate measurable outcomes and coordination with local recovery partners.
- Must have a system in place for utilizing and supporting volunteers.



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Eligibility Requirements

- Previous grant recipients are eligible if they have completed all close-out paperwork for the previous grant.
- Current grant recipients are eligible to apply as long as they have expended at least 75% of their grant funding from any previous grant award prior to application submission and maintained compliance through the timely submission of all required reports.
 - September invoices are due by October 15th, the deadline to apply for this grant is October 16th, if you can demonstrate by the September invoice submission that at least 75% of the grant funds have been spent you are eligible to apply.



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Grant and Contract Requirements

- Must follow all applicable Federal or State administrative and audit requirements;
- Must follow all specific terms and conditions stated in the award notification letter and contracts;
- Must follow all applicable Florida Statutes and current policies of the State of Florida;
- Must maintain all grant project records for at least five (5) years after the end of the fiscal year in which the grant agreement is finalized or after audit has been finalized; and
- Must pay attention to all Due Dates and Required Reporting and adhere to them.



Allowable – What does it mean?

- To be allowable under the grant, the cost must:
 - Be included in your approved budget
 - Be reasonable and allocable for the specified project or projects in the approved application
 - Be consistent with your policies and procedures of the organization
 - Be given consistent treatment within the entire organization
 - Not be included as a cost or used to meet cost-sharing or matching requirements of any other program
 - Must be able to be adequately documented!

****REMEMBER IF IT'S NOT DOCUMENTED IT DIDN'T HAPPEN!**

Budget - Allowable Costs

- Costs that are eligible for approval:
 - Costs MUST be related Long Term Recovery Activities
 - Funds can not be used to support projects that are supported through other funding sources (DCMP, Other Federally Funded Sources, Insurance)
 - Costs MUST support the Approved Project or Projects in the application
 - Costs MUST be in the approved budget



Budget Categories - Allowable Costs

➤ Section A. General Administrative and Operating Costs

- Salaries, Benefits, Travel, Rent (non-tangibles); hired for purpose of the grant to carry out the function of the approved project;
- Administrative Costs must not exceed up to 10% of the budget (for example, if your total budget (includes FDF (\$100,000) and Match (\$50,000) is \$150,000 then you may have up to a total of \$15,000 of Administrative Cost in the budget

➤ Section B. Contractual Costs

- Hiring of contractors to complete tasks and projects in approved application.

➤ Section C. Materials and Products

- Purchasing of direct supplies/materials to complete tasks and projects in approved application.

➤ Section D. Equipment/Furniture/Fixtures

- Purchasing of direct equipment/furniture/fixtures to complete tasks and projects in approved application.



Unallowable Costs

- Any costs not associated with the approved projects for Long Term Recovery Activities;
- Travel reimbursed over the State of Florida allowable rates;
- Refreshments, food or beverages, entertainment, staff retreats, etc.;
- Trainings or other expenditures that do not relate directly to the scope of your project and benefit long term recovery needs;
- Taxes of any kind; AND
- Any costs that are not in your approved budget.



Supporting Documentation

➤ Personnel Expenses

- Supporting documentation required:
 - **Timesheets** – signed and dated by employee and supervisor, have a certification statement and must clearly note the FDF hours – must match the pay periods for the pay dates.
 - **Payroll registers, payroll journals or copies of salary warrants** (paystubs, etc.) – must note the pay period dates and the pay dates and provide proof it cleared the bank.

➤ Personnel Fringe Benefits

- Supporting documentation required:
 - **Payroll registers, payroll journals or copies of salary warrants** - showing FICA withholdings for that pay period
 - **Invoice(s)** for health care and other benefits with complete listing of employees and premiums – must note the coverage period
 - **Proof of Payment** (example: copies of cleared checks, ACH online confirmation of payment, bank statement, etc.) – must have payment date and amount paid and show they cleared the bank.



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Supporting Documentation

➤ Travel

– Supporting documentation required:

- **Travel Reimbursement Form** - signed and dated by employee and supervisor; should include arrival and departure times for calculation of meals and/or per diem per Florida Statutes
- **Proof of Payment** of the reimbursement (copies of cleared checks) – must have payment date and amount and proof they cleared the bank
- For credit card purchases – A copy of **credit card statement** and **proof of payment** for the credit card must be provided

➤ Contractual Costs

– Supporting documentation required:

- **Copy of Contract** -identifying services and objectives
- **Invoice(s)** – detailed receipts must identify all costs
- **Proof of Payment** – copies of cleared checks – must have payment date and amount and proof they cleared the bank
- Credit card purchases – copy of **credit card statement** and **proof of payment** for the credit card must be provided



Supporting Documentation

➤ Materials and Products/Equipment, Furniture, Fixtures

– Supporting documentation required:

- **Invoice(s)** – detailed receipts must identify all items purchased
- **Proof of Payment** – copies of cleared checks – must have payment date and amount and proof they cleared the bank (bank statement)
- For credit card purchases – copy of **credit card statement** and **proof of payment** for the credit card must be provided



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Supporting Documentation

➤ General Administrative and Operating Costs

– Supporting documentation required:

- Rent – copy of lease agreement which clearly identifies service location, rental agreement period, and monthly/annual cost
- All Invoice(s)/Billing Statements – must clearly identify the type of service, service period, and service location, and must be detailed
- Proof of payment – copies of cleared checks -- must have payment date and amount and proof they cleared the bank (bank statement)
- Credit card purchases – copy of **credit card statement** and **proof of payment** for the credit card must also be provided

**Documentation is required for all expenditures, both FDF and Match, and the same documentation is required for both.*



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State of Florida Travel

- Maximum mileage reimbursement rate is **\$0.445 per mile**
- No reimbursement for mileage and gas (one or other)
- Lodging should not exceed \$225 per night

- Meals cannot exceed State of Florida per diem rates:
 - Breakfast – cannot exceed \$6 per person
 - Lunch – cannot exceed \$11 per person
 - Dinner – cannot exceed \$19 per person

To claim breakfast travel must begin before 6:00 a.m. and go beyond 8:00 a.m.

To claim lunch travel must begin before 12:00 p.m. and go beyond 2:00 p.m.

To claim dinner travel must begin before 6:00 p.m. and go beyond 8:00 p.m.



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Match Requirements

- There is a 50% match requirement with these grants
- Can be cash or in-kind and can include documented volunteer hours
- Can use State and/or Federal funds to match as long as the funders are aware and have approved of the use (an approval letter will be required to be submitted to VFF)
- Must be for actual expenditures for the project and follow the same guidelines as FDF funding.
- Must be able to be documented as noted previously



Match Requirements

- Volunteer Hours can be used for match on these grants
 - Hours must be within the actual contract period
 - Hours must be documented and provided with monthly invoices (documentation should include name of volunteer, dates and times of volunteer hours and should be certified with a signature)
 - Hours must be valued at the \$34.88 per hour, which is the Florida independent sector rate for the value of volunteer hours at this time

Match Requirements

- **The Source of Funds Section is Required!**
 - List your Source of Funds for the match portion of your grant at the bottom of the form
 - Note whether each source is Cash or In-Kind and include the dollar amount that each source will provide for the budgeted costs.



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Budget Preparation

- All costs should include an equation for the calculation, a quote for the dollar amount provided, etc. (for both FDF reimbursable and match expenditures)
- Be sure to check your calculations and that the form is calculating correctly before you submit it
- All cost should be rounded to nearest dollar (round down for \$.49 or less and round up for \$.50 or higher)
- All costs should be itemized and be listed separately within the budget
- No miscellaneous costs, etc., or fillers allowed



Budget Preparation Reminders

- All costs **MUST** be incurred within the contract dates
 - For example, the anticipated contract start date is December 1st, an expenditure you incurred in the month of November will not meet this requirement and will not be reimbursable and can't be used as match on this grant.

- Reminder: Supporting Documentation will be **required** for both FDF Reimbursable and Match Expenditures
 - **Keep this in mind when building your budget and including costs



Sample Completed Budget on Budget Form

LEGAL APPLICANT (LEAD AGENCY):		Tracie's Disaster Services	
PROGRAM:		Volunteers for Disaster Assistance	
BUDGET DATES	12/1/26	TO	11/30/27
PROGRAM YEAR:	2026-2027		
	BUDGET		
	FDRF	Match	Total

A. General Administrative and Operating Costs (Salaries, Fringe Benefits, Travel, Rent, (non-tangibles) etc. not to exceed 10% of the total grant - list each item separately below)			
Project Manager Salary (\$50,000/yr x 20% of time = \$10,000)	\$10,000.00	\$0.00	\$10,000.00
FICA (\$10,000 x 7.65% = \$765)	\$765.00	\$0.00	\$765.00
Travel to Sites (\$.445 per mi x 500 mi x 12 mo = \$2,670)	\$2,670.00	\$0.00	\$2,670.00
	\$0.00	\$0.00	\$0.00
A. General Administrative and Operating Costs	\$13,435.00	\$0.00	\$13,435.00

B. Contractual Costs (includes costs for hiring of contractors in completing tasks/projects - list each item separately below)			
Roofing Contractor (\$75 per hr x 50 hrs x 12 months = \$45,000)	\$45,000.00	\$0.00	\$45,000.00
Roof Permits and License Fees (3 sites @ \$800 = \$2,400)	\$2,400.00	\$0.00	\$2,400.00
Volunteer Hours (\$34.88/hour x 20hrs x 12/mo x 5 vol = \$41,856)	\$0.00	\$41,856.00	\$41,856.00
	\$0.00	\$0.00	\$0.00
B. Contractual Costs	\$47,400.00	\$41,856.00	\$89,256.00

C. Materials and Products (includes supplies/materials purchased to complete tasks/projects(nails, wood, roofing, etc. - list each item separately below)			
Roofing Tiles (75 per site x 3 sites x \$45 each = \$10,125)	\$10,125.00	\$0.00	\$10,125.00
Cabinets for Kitchen/Bath (3 sites x \$120 ea x 10 each = \$3,600)	\$1,740.00	\$1,860.00	\$3,600.00
C. Materials and Products	\$11,865.00	\$1,860.00	\$13,725.00

D. Equipment/Furniture/Fixtures (includes equipment/furniture/fixtures to complete tasks/projects (air conditioning units, desks, computers, plumbing, etc. - list each item separately below)			
Air Conditioners (3 sites @ \$8,000 each = \$24,000)	\$24,000.00	\$0.00	\$24,000.00
Stoves (3 sites @ \$500 each = \$1,500)	\$1,500.00	\$0.00	\$1,500.00
Hot Water Heaters (3 sites @ \$600 each = \$1,800)	\$1,800.00	\$0.00	\$1,800.00
Living Room Couch/Love Seat (3sites x \$2,095 = \$6,285)	\$0.00	\$6,285.00	\$6,285.00
D. Equipment/Furniture	\$27,300.00	\$6,285.00	\$33,585.00
SUBTOTAL	\$100,000.00	\$50,001.00	\$150,001.00

TOTAL BUDGET AMOUNTS:	\$100,000.00	\$50,001.00	\$150,001.00
FDRF / Match Share:	66.67%	33.33%	100.00%

Match (Provide Name of Funding Sources)	Cash or In-kind
United Way Grant - \$6,285	Cash
Home Depot Grant - \$1,860	Cash
Volunteer Hours - \$41,856	In-Kind

Budget Preparation Examples

➤ Section A

Admin Cost = 10% Max of Total Budget

In the sample budget you will see, it shows a total budget of \$150,001, so you may not exceed more than a total of \$15,000 on the budget between reimbursable and match expenditures. In this section.

\$50,000 annual salary x 20% of time on grant project = \$10,000

FICA = \$10,000 x 7.65% = \$765

Travel to Sites = \$.445 per mile x 500 miles per month x 12 months = \$2,670

➤ Section B

Roofing Contractor @ \$75 per hour x 50 hours x 12 months = \$45,000

Roof Permits and License Fees for 3 project sites @ \$800 per site = \$2,400

Volunteer Hours \$34.88 per hour x 20 hours x 12 mo x 5 volunteers = \$41,856

Budget Preparation Examples

➤ Section C

Roofing Tiles -75 per site x 3 sites x \$45 each = \$10,125

Cabinets for Kitchen/Bathroom - 10 per site x 3 sites @\$120 each = \$3,600

➤ Section D

Air Conditioning Units @ \$8,000 each x 3 sites = \$24,000

Stoves @ \$500 each x 3 sites = \$1,500

Hot Water Heaters \$600 each x 3 sites = \$1,800

Living Room Couch/Loveseat 3 sites x \$2,095 = \$6,285



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Advance Requests

- A Request for Advance Payment Form will be required to be submitted for approval with the application package.
(Attachment B)
- The Advance Request **MUST** not exceed 20% of the FDF award and must be fully spent within the first quarter.
- Monthly invoices will be submitted and used to account for (offset) the advance funds.
- Once the advance funds have been accounted for then reimbursements will continue as cost reimbursement as normal.
- No other payments will be made until **ALL** of the advance funds have been accounted for.
- Advances will be issued once all start-up documents have been received, the contract has been signed, and the budget has been verified and approved

Advance Payment Request Form

Attachment B
VOLUNTEER FLORIDA FOUNDATION
ADVANCE PAYMENT REQUEST FORM

If you are requesting an advance, indicate same by checking the box below.

☐ **ADVANCE REQUESTED**

Advance payment of \$ _____ is requested.

Any advance payment request cannot exceed 20% of the total award. Advance payments will specify the amount of advance payment needed and provide an explanation of the necessity for and proposed use of these funds. After the initial advance, payment shall be made on a reimbursement basis with supporting documentation.

Complete the following chart and line-item justification below.

For each line item, provide a detailed justification explaining the need for the advance payment. Support documentation should include quotes for purchases, delivery timelines, salary and expense projections, etc. to provide the Volunteer Florida Foundation reasonable and necessary support for the requested advance funds.

Authorized Signature

Printed Name

Title

Date

Advance Payment Request Form

Estimated Expenses

BUDGET CATEGORY/LINE ITEMS (list applicable line items)	Justification
<u>General Administrative and Operating Costs</u>	
<u>Contractual Costs</u>	
<u>Materials and Products</u>	
<u>Equipment/Furniture/Fixtures</u>	
TOTAL EXPENSES	

VF Emergency Management Director Signature

VF Finance Staff Initials

Date Approved

Attachment E - Checklist

- Budget on the Volunteer Florida Foundation Budget Template
- Agreement and Certification Form
- Board of Director's List
- IRS Determination Letter to verify 501(c)3 status
- Organization's Annual Budget
- Recent W9 (on the 2024 Template)
- Volunteer Florida Foundation's Vendor EFT Authorization Form
- Most Recent Financial Statements or Audit
 - If your organization has an audit, we require copies of the last two years of audits with the management letter and or reports on internal controls.
 - If your organization doesn't have an audit, we require two year's worth of Balance Sheets, Statement of Financial Position, and the Statement of Cash Flows.

Questions? Comments? Concerns?



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Contact Us

- Tracie Lambright – Deputy Finance Director
 - (850) 294-3856
 - tracie@volunteerflorida.org
- Jenelle Jones – Financial Analyst
 - (850) 294-3669
 - Jenelle@volunteerflorida.org